

Dear Parents and Students,

The staff of Omega School would like to welcome you and your child to Omega School. We are excited that you will be a part of our family and we look forward to accomplishing great things during the upcoming school term. **We will be going through many construction changes over the next 12 months, and we will need to give you new information as we go, so please be sure to read and be receptive to all new changes throughout this exciting time for Omega School.**

I am extremely excited as my fourth year as principal of Omega School begins. I started my teaching days here from 1979-1985. My fondest memories of teaching school took place on this campus and I am constantly reminded that Omega School makes a tremendous difference to all of its students and teachers.

Please read the following handbook in conjunction with the Tift County Code of Student Conduct. It is important that you become familiar with the policies and procedures of our school. Being familiar with what is expected of your child will reduce the number of problems you may encounter as your child goes through the school year. We make our decisions based on what we think is best for **all** the students here at Omega School. Please feel free to contact me at any time to discuss your child.

Sincerely,

Glenda C. Huggins
Principal, Omega School

Honor and Respect Between Us All

Omega School has been a cornerstone of this community for many years. It has always been regarded as one of the best schools in Tift County and in the state. It has reached this distinction by striving to maintain a positive relationship between the school and family. Omega School staff has always taken personal ownership of its children and the result has been a strong school that has persevered and held firm to the values and beliefs held by the community.

Our goal for 2008-09 is to continue to build upon the strong relationship that currently exists among our staff, the students, and the parents. We have high expectations for all of our students and hope that you will assist us in expecting academic success and appropriate behavior. We demand that our students honor and respect each other - a principle that has always been associated with this school. Please join with us in helping to make the 2008-2009 school term a huge success for all of our children.

Please be advised that this student handbook is designed to be read in conjunction with the Tift County Schools Code of Student Conduct. It is imperative that students and parents read both documents and address any questions to the classroom teacher and/or school principal. The school has a discipline plan that all students and teachers will follow this school year.

Daily Procedures

Arrival Procedures

Students are not to arrive at school before 7:30! We do not have staff available to supervise their safety. Breakfast begins at 7:30.

This statement may be amended depending on renovation progress. Please read all notes sent home about this. Students will be directed as to when they can enter the building. Car riders will be dropped off at the main entrance of the school. The students will report to the cafeteria, if they are eating breakfast or report to the gym if they are not.

Students will be allowed to talk with their neighbors while awaiting the bell. Any student having a problem while in the gym, hallway, or cafeteria should immediately notify a staff member.

All students should gather their belongings to proceed into their classroom at the sound of the bell.

After reaching campus, via bus or otherwise, a student is not allowed to leave the school grounds for any reason without permission from the principal's office. Leaving without permission will result in disciplinary action.

Checking In Procedures

All students arriving after the 8:10 tardy bell must report to the office. A parent should come in with a tardy child to sign him/her in. The student will be required to sign in and state the reason for their tardiness. Our goal is to begin instruction as quickly as possible. Please make every effort to have your child prepared to begin the school day on time. Students who are consistently tardy will be referred to the Attendance/Truancy Committee.

Breakfast and Lunchroom Procedures

Omega School serves breakfast and lunch for students, staff, and visitors on a daily basis. Parents may pay daily or prepay for the week or month. Paypams is also now available where you can pay online and manage your child's account from home. Applications for free and reduced meals will be provided to the students on the first day of school and are provided in the cafeteria or office during the school term.

Students are not to bring food items into the cafeteria that advertise outside vendors, such as Burger King, McDonald's Pizza Hut, etc. unless the parent is planning on eating with their child.

Parents are always welcome to come enjoy lunch with their children.

Checking Out Procedures

We strongly encourage parents to make dental, medical, and other appointments for their children after school hours. We do realize that at times it is necessary for your children to be checked out prior to the bell. All students must be signed out in the main office. Teachers will not be allowed to release a child from their classroom without permission from the principal's office.

Parents must provide written authorization for other family members or friends to pick their children up from school. Please be advised that the office may request to see identification before releasing a child to a parent, family member, or friend. We have many new students and may not know everyone. Please remember that if we request identification we are only doing it for the protection of your child.

Students who are checked out early on a continual basis will be referred to the Attendance/Truancy Committee. Please make every effort to have your child in school for the entire school day. Fifteen tardies or early leaves equal one unexcused absence.

Dismissal Procedures

All car riders must be picked up by 3:30 or sent to KAC for after school childcare. The paras who watch them for pick-up get off from work at 3:30, and there is no one to supervise your children. **Please be on time!**

All walking students will congregate at the cross walk and cross together.

Walking students who have to wait on siblings riding the bus must wait with the bus students. Once a student walks off the campus they will be directed to immediately walk home.

All bus students will assemble under the gym walkway. Students will be directed to their appropriate bus line. Students will be required to remain seated. They will be allowed to talk with neighbors, work on homework, or read a book.

All car-riding students will be directed to the front of the school at 3:15. Students will be seated on the front patio and will be called by a staff member when their vehicle arrives. A staff member will escort students to the vehicle. Please be advised that students who report to a vehicle without an appropriate escort will receive disciplinary action. Our goal is to have children safely placed in their vehicle. Please be patient.

Academic Regulations

Grades

Report cards will be issued at the end of each nine-week grading period. For the first nine weeks, no report cards will be issued until parents attend a conference, to be scheduled after the first nine-week grading period. A mid-quarter progress report is issued at four and one half weeks. Each mid-quarter must be signed by a parent and returned to school.

The grade policy for Tift County is as follows:

Grades K-3

4 - Extending 3 - Achieving 2 - Developing 1 - Beginning

Grades 4-6

A - 90-100 B - 80-89 C - 70-79 F - Below 70 (failing)

Honor Roll (Grades 4-6) is achieved by making grades of 90 or above in all academic subjects during the grading period.

Merit Roll (Grades 4-6) is achieved by making grades of 80 or above in all academic subjects during the grading period.

Parent Conferences

The faculty welcomes the opportunity to discuss classroom performance and behavior with parents and guardians. Please contact Mrs. Paulk or Mrs. Hawkins in the principal's office to set up a conference. We will make every attempt to schedule a time that is conducive to your schedule. Conferences

will not be scheduled during a time that interferes with instructional activities. Please note that if you come without a scheduled conference time you will more than likely not be allowed to visit with the teacher. Teachers will not be allowed to conduct hallway conferences while their students are in the classroom.

Promotion/Retention

Students who are found to be working off grade level or not demonstrating sufficient progress by the end of the first semester will be monitored carefully. If it is determined that a student needs to be referred to Tier II you will receive notification. Parents will be notified that their child is in danger of not meeting necessary standards and may be a candidate for retention.

Testing Program

Omega School students will be required to participate in a variety of local and state administered tests. Kindergarten students are administered the GKIDS at various times throughout the term. The 3rd and 5th grade students will take the Iowa Test of Basic Skills in the fall as a prescriptive measurement. Our 3rd and 5th graders will also participate in a writing assessment. Students in grades 1-6 will participate in the spring instrumentation of the Georgia Criterion Reference Tests (CRCT).

Support Services

Clinic

Omega School does provide a school clinic for our students. Mrs. Linda Jones is our clinic aide. Each student will be requested to complete a personal data sheet that will be placed on file. Please indicate if your child has a specific medical concern that we need to be aware of even if your child does not take medicine at school for this condition. All prescription and non-prescription drugs must be properly labeled with instructions for use and must be in the original container. No medication will be given to

students without prior parental consent. All medication should be turned into the clinic upon arrival to school. No medication will be dispensed in the classroom.

Please make sure to provide Mrs. Jones with an inhaler if your child has been diagnosed with asthma and provided one by your family doctor. We strongly recommend that we have an available inhaler even if your child has not had an attack in some time. We CANNOT allow your child to use another person's inhaler even in the case of an emergency. PLEASE make sure we have one in our clinic aide's office.

Guidance Program

Our Guidance Counselor for the 2008-2009 school term is Mrs. Nerily Lopez. The Guidance Program provides numerous services to our students. The counselor meets with all of our classes to discuss topics such as peer relations, academic achievement, and family relationships. Our counselor coordinates our Pyramid of Interventions. Mrs. Lopez will be available for scheduled conference sessions with parents and students.

Hospital/Homebound

Hospital/homebound instruction is provided to students who have medically diagnosed conditions preventing school attendance for ten days or longer. Please contact the principal's office immediately if you feel your child may need these services.

Lost and Found

Please place your child's name on all coats, jackets, and lunchboxes. All lost and found items will be kept in the media center. Each year we have a large number of unclaimed jackets and coats. At the end of each semester, coats are donated to Brother Charlie's.

Media Center

The Media Center is one of the most important places at our school. It contains books, magazines, reference materials, and student computers that

are available to staff and students. The Media Center is open for use from 8:00 to 3:30 each day. All materials should be checked out and returned in the designated time. Parents will be required to pay for lost and/or damaged books.

Our school will be participating in many reading programs this year. We strongly encourage parents to visit our media center to check out books for their family. Reading at home is critical to your child's success in the classroom.

P.T.O.

The mission of the PTO is to strengthen the bond between the school and the home. We strongly encourage parents to become members of our PTO and to actively attend all meetings. The PTO has been responsible for providing our students and staff members with academic planners, teacher supplies, playground and physical education equipment, and teacher appreciation gifts. An active PTO can make a tremendous difference in the success of a school. PTO membership is \$1.00 per person or \$5.00 per family.

School Council

The School Council is comprised of the principal, two teachers, two parents, and two business leaders who are parents. The Council meets periodically throughout the school term to discuss school issues and provide input on various school functions. All Council meeting dates will be published in the Tifton Gazette and a copy of meeting dates can be picked up from the principal's office.

Rules and Regulations

Accidents

All student accidents should be reported to the nearest teacher who will then notify the school nurse if necessary. Physical education classes and recess involve running and playing, and thus the opportunity of an accident does exist. It is important that students notify their teacher or a staff

member if they have been involved in an accident.

Book bags

Book bags are allowed on the Omega School campus. The student's name needs to be clearly marked on the book bag. Rolling book bags will be allowed.

Campus Maintenance

Students are to assist in maintaining our school. All paper and trash should be placed in the proper trashcans. The administration will cancel the selling of ice cream during lunch and/or the after-school store if students do not place their trash in the proper places.

Disciplinary Procedures

Each Omega School student will adhere to the policies stipulated in the Tift County Code of Student Conduct. It is imperative that parents read the Code of Conduct and discuss the potential implications of inappropriate conduct with their children.

Every classroom and resource teacher will follow the set of classroom and school rules that are to be followed on a daily basis. We expect and demand positive behavior. Students who fail to adhere to school policies will be subject to disciplinary action.

Disturbances

Students are not to bring radios, tape players, cd players, cameras, lasers, laser pens, beepers, cell phones, noisemakers, pets, playing cards, or any other nuisance item to school. Any action or item that will create a disturbance in the school is prohibited, and such items will be confiscated.

Dress Code

The rationale for dress standards is to foster good citizenship and the school's ability to achieve their academic and instructional purposes. The goal is to promote student learning, safety, and behavior by assisting students in making choices about appropriate school attire. The expectation is for students to dress in a clean, modest, and dignified manner reflecting self-respect and respect for others.

GENERAL GUIDELINES	SHIRTS/TOPS	SHOES/FOOTWEAR
<p>Clothing must be worn with appropriate undergarments and the undergarments must not be exposed.</p> <p>Clothing must not expose cleavage or midribs.</p> <p>Clothing must not have holes or tears.</p> <p>Clothing, body, and hair should be clean.</p>	<p>All shirts and tops must have sleeves and be appropriately sized.</p> <p>* Exception for grades 4-12: a dress jacket, blazer, shirt or sweater may be worn to cover a sleeveless top</p> <p>* Exception for grade K-3: tank tops allowed, halters and spaghetti straps not allowed</p> <p>Un-tucked shirts must be hemmed and may not exceed the length of the hips.</p> <p>Shirts that exceed the length of the hips must be tucked in.</p>	<p>Shoes must be worn at all times and properly secured.</p> <p>Appropriate footwear is required at all times in science laboratory, vocational shop classes, P.E., and other classes deemed appropriate by administration.</p> <p>Not allowed:</p> <ul style="list-style-type: none"> * house slippers * roller-skate shoes/heels

<p>clothing with words or graphics depicting or alluding to any of the following are strictly prohibited:</p> <ul style="list-style-type: none"> * Violence * Weapons *gang affiliation * sex * profanity *drug use * alcohol * tobacco *intimidation *bullying *self-destructive behavior * negative/inappropriate messages <p>Any attire deemed by the administration to be a threat to the safety and security of the campus or a distraction to the learning environment will not be permitted.</p>	<p>PANTS/SKIRTS/DRESSES</p>	<p>ACCESSORIES/HAIR</p>
	<p>Pants and skirts must be fastened securely at the waist. Sagging and oversized pants are strictly prohibited.</p> <p>Pants, skirt, shorts, and dresses must be knee length or longer.</p> <ul style="list-style-type: none"> * Exception for grade K-3: shorts above knee of appropriate length allowed <p>NOT ALLOWED</p> <ul style="list-style-type: none"> * athletic sweat or sheer silky pants (except in the gym) * pajama pants * biker pants * leggings without a skirt or dress of the above appropriate length 	<p>Accessories or jewelry promoting gang activity, exhibiting demeaning symbols or words presenting, a hazard, or construed to be a weapon are strictly prohibited.</p> <p>Earrings and pierce jewelry may only be worn on the ears; other facial or exposed body piercing jewelry is not permitted.</p> <p>Hair bands and hair pins designed to secure hair from the eyes are allowed.</p> <p>NOT ALLOWED</p> <ul style="list-style-type: none"> * hair dyed inappropriate or odd colors * excessive and distractive hair styles * earrings on males

HEADWEAR - All head wear, including sunglasses, must be removed upon entering the building.

Field Trips

Field trips will occur throughout the school term. Field trips are planned as part of the curriculum students need to be exposed to. Students will ride to the field trip

on the bus with their class, as opportunities for discussion and learning may occur on the bus. Parents will be allowed to check their child out after the trip to ride home with them.

Since field trips extend your child's educational experience, make this a shared time with your child. Do not take siblings, friends, or extended family along. It is a chance to share something special with your child.

Also, if the field trip is a paying trip, money can only be refunded if the school cancels the trip. Many trips have to be paid in advance, and as soon as money is paid, it is deposited.

Flower, Gift, and Balloon Deliveries

Omega School does accept delivery of flowers, gifts, and/or balloons to students on special occasions. However, we will not deliver the item to the student until the end of the school day.

Gum Chewing

Gum chewing is prohibited on the school campus unless provided for by the school staff.

Ice Cream/Drink Machines, School Store

Ice cream will be sold on a daily basis. Staff on duty will sell ice cream during the last 10 minutes of lunch. The drink machine located beside the gymnasium is for after school use only, and will sell only nutritional or sugar-free beverages that support the new wellness policy adopted by Tift County.

Parties

Parties may not be held during the school day without prior approval from the administration or classroom teacher. During parties, refreshments are brought for the number of students in the classroom. Please do not bring siblings or extra guests as this creates a hardship for the teacher. Tift County allows three parties a year.

Teachers' Lounge

This area is strictly off limits to all students.

Telephone

The use of the office telephone is a privilege. Students must request permission from the office staff prior to placing a call. Students may not use the phone to ask parents to bring their homework, lunch, or to make social arrangements. Students will not be called out of class to take a phone call unless it is an extreme emergency. Parents may leave messages for the children and the office will deliver these prior to the dismissal bell.

Visitors

We are so grateful that we have a large number of parents who visit our school on a daily basis. We do ask that all visitors check in with the office before going to a classroom. This policy is for the protection of all of our students. Please help us keep your children safe by setting a good example for others.

Any visitor, having valid business at the school must report to the front office and request a visitor's pass from the receptionist. Teachers will not be able to talk to you during the school day, except during their planning periods.

After the first week of school, we expect students to go to their classrooms alone. The teacher and the child will be ready to work at 8:10 AM.

NO CHILD LEFT BEHIND

In compliance with the requirements of the NO CHILD LEFT BEHIND statute, the Tift County School System is informing parents that they may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

1. Certification
2. College major/graduate certification or degree held by the teacher.
3. Qualifications of the paraprofessional, if paraprofessional services are provided.